

# DISPENSE-RITE ADJ Series Replacement Clip Instructions

## STEP 1 - REMOVING DISPENSER

Before installing any new adjustment clips, your dispenser must first be removed from the counter or cabinet. To remove the dispenser turn the ring bezel clockwise and pull the dispenser straight out.

## STEP 2 - INSTALLING REPLACEMENT CLIPS

1. Using a flat-head screwdriver loosen the adjustment screw(s) located inside the mouth of the dispenser.
2. Turn the ring bezel counter-clockwise until the dispenser has reached its furthest opening.
3. Remove any remaining cups from the dispenser.
4. If you wish to replace any clip that is still in the dispenser you must first remove the old clip(s). This can be done by pulling the top portion of the clip (bent part) out of the upper slot and then pulling the entire clip straight out the top of the unit. (see Figure 1-B)
5. Once the existing clip(s) has been removed you are now ready to install your new replacement clip(s) into the dispenser.
6. Push and hold the plunger down to reveal a series of three slots located approximately 3.5" below the mouth of the dispenser. Insert the tapered end of the clip into the top slot (slot 1) with the bend facing outward. (see Figure 1-A & Figure 1-B)
7. Feed the replacement clip down into the slot making sure it rests underneath the catch. (see Figure 3-A)
8. Inside the mouth of the dispenser, push the very end of the new clip (bent part) down and into the upper slot. (see Figure 3-B)
9. When the clip is properly installed it should look like Figure 3-A and Figure 3-B. If properly installed the adjustment clip will move in and out as you turn the ring bezel back and forth.
10. Repeat this process for any additional clips that you may wish to replace.

## STEP 3 - ADJUSTING THE DISPENSER

1. Using a flat-head screwdriver loosen the adjustment screw(s) located inside the mouth of the dispenser.
2. Insert a stack of approximately 12 cups, rim first, so that the rim of the top cup is located slightly below the top portion of the adjustment clips.
3. Push the stack of cups down slightly and rotate the ring bezel clockwise until the adjustment clips are slightly tighter than the cup's rim. **While adjusting, it is important to hold the dispenser at the angle which it will be mounted.**
4. Push the entire stack of cups below the level of the adjustment screw, being careful not to turn the ring bezel. Tighten the screw firmly and fill the dispenser with three quarters of a sleeve of cups.
5. Check the dispensing action. If more than one cup comes out at a time, loosen the screw and rotate the ring bezel slightly clockwise. If the cups are difficult to remove or the rims are damaged, loosen the screw and rotate the ring bezel slightly counterclockwise. Retighten the screw.

## STEP 4 - REINSTALLING THE DISPENSER

Insert the dispenser, weld seam up, into the mounting collar it was removed from. Slide the dispenser into the counter or cabinet until the ring bezel is flush with the face of the counter or cabinet. If necessary, support the dispenser with your hand inside the tube. Now turn the ring bezel counterclockwise to lock the dispenser inside the mounting collar.

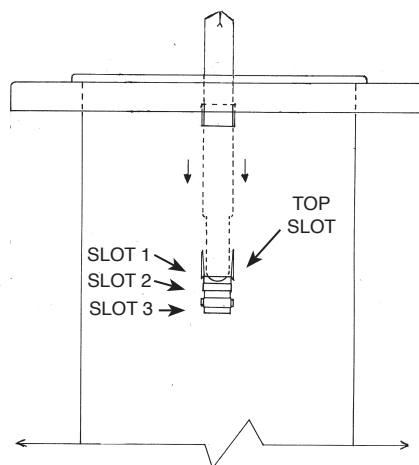


Figure 1-A

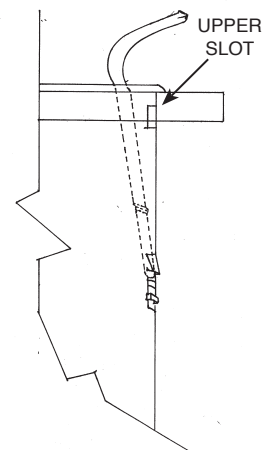


Figure 1-B

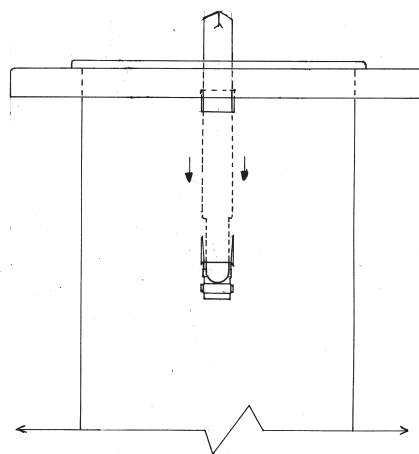


Figure 2-A

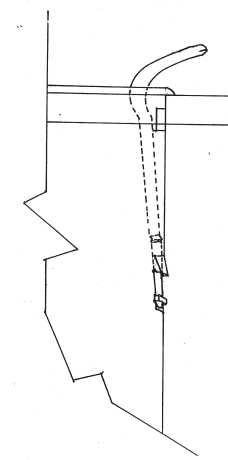


Figure 2-B

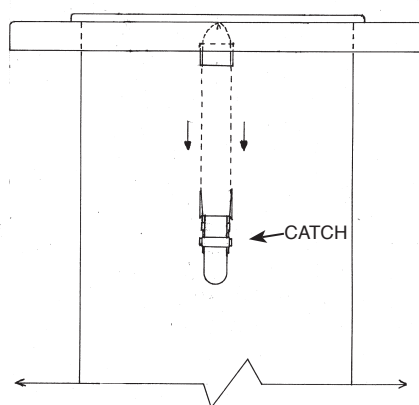


Figure 3-A

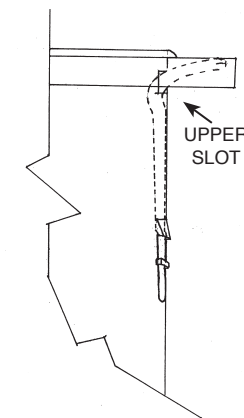


Figure 3-B

Questions? Call (847) 753-9595, ext. 25 9:00 AM - 5:00 PM CST

**DISPENSE-RITE®**

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